

APPROVED 9/3/2002

State of Texas
Records Retention Schedule

Page 1

11/5/03

Automated Facsimile of SLR-105

2. AGENCY CODE: 501

3. AGENCY: TEXAS DEPARTMENT OF HEALTH

4. Records Series
Item #

5. Agency
Item #

6. Records Series Title

7. RETENTION PERIOD
Agency Storage Total

8. Sec 9. Arch 10. Med 11. Vital

12. Remarks

___ ORIGINAL SUBMISSION
___ RECERTIFICATION
___ REPLACEMENT PAGE
___ ADDENDUM PAGE

829 - OFFICE OF COMMUNICATIONS											
1.1.007	583	ADMINISTRATIVE CORRESPONDENCE	1	2	3	O	R	P	X		
1.1.008	584	CORRESPONDENCE, GENERAL	1		1	O		O		PAPER, ELECTRONIC	
1.1.013	586	ITENERARY INFORMATION	CE+1		CE+1	O		P			
1.1.019	587	NEWS RELEASES	2		2	O	R	P			
1.1.019	590	ACCENTS ON HEALTH	2		2	O	R	P			
1.1.019	593	COMMISSIONER'S COMMENTARIES	2		2	O	R	P			
1.1.019	594	CLIPPING SERVICE	2		2	O	R	P			
1.1.019	1212	VIDEO NEWS RELEASES AND STOCK FOOTAGE	6 MOS.	9Y6MOS	10	O	R	O		VIDEO 97-501-230; THE FOOTAGE FROM THESE VIDEOS HAS ONGOING VALUE FOR RE-USE	
1.1.040	613	SPEECHES	1	1	2	O	R	P			
1.1.057	1245	TRANSITORY INFORMATION	AC		AC	O		O		PAPER, ELECTRONIC/AC=PURPOSE OF RECORD HAS BEEN FULFILLED.	
1.3.001	598	WEB PUBLICATIONS	2		2	O		E		MADE PUBLICLY AVAILABLE FOR AT LEAST TWO YEARS, REPORTED TO TRAIL. IF PUBLICATION FALLS UNDER ANOTHER RECORDS SERIES WITH A LONGER RETENTION PERIOD, IT WILL BE RETAINED FOR THE LONGER RETENTION PERIOD FOR THAT SERIES IN AT LEAST ONE FORMAT.	
1.3.001	603	PUBLICATIONS - ANNUAL REPORTS PUBLISHED PAPERS, NEWSLETTERS	AC/US+5		AC/US+5	O		P		FOR NEW PUBLICATIONS PRINTED AT HHS PRINTING, HHS PRINTING SENDS COPIES TO STATE PUBLICATIONS CLEARINGHOUSE/TDH LIBRARY. FOR NEW PUBLICATIONS PRINTED ELSEWHERE, COPIES ARE SENT TO BUREAU OF RESOURCE MANAGEMENT (HHS PRINTING) FOR DISTRIBUTION TO CLEARINGHOUSE/LIBRARY. AC=DATE OF DISCONTINUANCE; US=UNTIL SUPERSEDED	

RETENTION CODES (Field 7)

* - All Audit Requirements Will Be Met
AC - After Closed, Terminated, Completed, Expired, Settled
AV - As Long As Administratively Valuable
CE - Calendar Year End
FE - Fiscal Year End
LA - Life of Asset
MO - Months
PM - Permanent
US - Until Superseded

MEDIUM CODES (Field 10)

P - Paper
M - Microfilm
C - Computer Print-Out
E - Electronic
O - Other (Specify in Field 12)

ARCHIVAL CODES (Field 9)

A - Transfer to State
I - Retain in Agency
R - Review by State
O - Other (Specify in Field 12)

SECURITY CODES (Field 8)

O - Open Record
C - Confidential

VITAL CODES (Field 11)

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1.3.002	596	PUBLICATION FILES (BACKGROUND MATERIALS, DRAFT COPIES, PHOTO NEGATIVES, PRINTS, FLATS, ETC.)	AV		AV	O	R	P		
3.1.001	614	APPLICATIONS FOR EMPLOYMENT-NOT HIRED	2		2	O		P		MAY CONTAIN SOME CONFIDENTIAL INFORMATION.
3.1.014	628	EMPLOYMENT SLECTION RECORDS	2		2	O		P	X	MAY CONTAIN SOME CONFIDENTIAL INFORMATION
3.1.019	627	PERFORMANCE APPRAISALS/JOURNALS	2		2	O		P		MAY CONTAIN SOME CONFIDENTIAL INFORMATION SUCH AS MEDICAL INFORMATION, SOCIAL SECURITY NUMBER, OR OTHER DATA PROTECTED BY THE PRIVACY DOCTRINE.
3.1.020	626	PERSONNEL CORRECTIVE ACTION DOCUMENTATION/PERFORMANCE ADVISEMENT FORMS	AC+5		AC+5	O		P		MAY CONTAIN SOME CONFIDENTIAL INFORMATION. AC=TERMINATION OF CORRECTIVE ACTION
3.4.004	618	OVERTIME AUTHORIZATION	2		2	O		P		
3.4.006	619	TIME CARDS AND TIME SHEETS	1	3	4	O		O		PAPER, ELECTRONIC; 40 TAC815.106(i)
3.4.007	624	TIME OFF AND/OR LEAVE REQUESTS	FE+1	2	FE+3*	O		O		PAPER, ELECTRONIC
5.1.004	578	MAIL & TELECOMMUNICATIONS LISTINGS	US		US	O		P		
5.1.011	1594	FAX ACTIVITY REPORTS	AV		AV	O		P		

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